

TRAINING PROGRAMS SPECIALIST (PD)

DEFINITION

To perform a variety of complex and responsible technical and administrative duties in the coordination and scheduling of training for sworn and non sworn personnel in the Police Department; assist in the assessment of department training needs; research training courses; monitor training budget; and perform other related duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Coordinate and schedule all forms of employee training in the Police Department for sworn and non-sworn personnel; prepare registrations, travel logistics, expense reimbursement and monitor completion certificates.

Coordinate training for routine CPR certifications, First Aid Courses, employee training on the General and Sexual Harassment Policy and other City policies, rules and regulations; provide course availabilities to staff.

Identify the needs of individuals and groups for specialized training; serve as an in-house resource for all training need and assessments.

Serve as a liaison with POST, the Regional Training Academy and with County Training Managers;; maintain training records and databases; compile reports as needed.

Plan and schedule group courses (such as Baton, O.P.N.): makes arrangements for travel and associated training needs for outside training sites/locations.

Coordinate all training records for the department's Police Reserve Program.

Maintain the department's video and resource library; reviews published materials for departmental uses; maintain and issue departmental manuals, booklets and other printed materials and resources.

Assist in research of policies, rules, regulations and procedures.

Assist in obtaining raters for interview boards.

Research training courses and present finding to command staff.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other duties related to this position.

MINIMUM QUALIFICATIONS

Knowledge of:

Records and database management.

Office procedures and administrative support operations

Local, state and federal statutory training mandates for law enforcement including POST regulations.

Police department training plans.

Budget monitoring and fiscal procedures.

Research methods and techniques.

Computer software, including word processing, database, spreadsheet and accounting applications.

English usage, spelling, punctuation and grammar; and arithmetic, basic mathematical calculations and statistics and statistical methods.

Modern office procedures, methods and computer equipment

Ability to:

Perform needs assessments of varying complexity.

Compose correspondence.

Maintain records and files.

Develop and maintaining schedules

Use personal computer and office equipment necessary for successful job performance.

Analyze training programs and implement efficiencies.

Prioritize work and coordinate multiple activities.

Exercise good judgment when making decisions.

Interact with department employees and perform public speaking.

Read and interpret information.

Retrieve, file and organize books, publications and videotapes in the departmental library.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible administrative clerical or technical experience preferably in a law enforcement setting.

Training:

Equivalent to completion of the twelfth grade supplemented by college course in business, public administration or a related field.

License or Certificate

Possession of a valid California's Drivers License.

PHYSICAL DEMANDS

On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and/or returning files and organize books, publications and videotapes in the departmental library; perform simple grasping and fine manipulation; use telephone and use a keyboard to communicate through written means, review information and enter/retrieve data; see and read characters on computer screen; periodically requires the ability to lift and carry books, materials and supplies and training related equipment weighing up to twenty pounds as well as the ability to retrieve.

WORKING ENVIRONMENT

CITY OF CHULA VISTA
Training Programs Specialist

Work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices, meeting, or performing field inspections. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

5/04